

MINUTES OF WORKING GROUP 1
MEETING HELD 21ST MARCH 2016

Present: STEVE IVES (AA)
 SUE JONES (AA)
 CHRIS WILTSHIRE (AA)
 GRAHAM RUSSELL (HIGHWAYS ENGLAND)
 ROBIN & ROBERT DONEY – REPRESENTING RECOVERY OPERATORS
 MALCOLM PALMER (TRL)
 STEVE ROBINSON (RAC)
 STEVE KIRTON (IVR)
 JOE CERCHIONE (GREEN FLAG)

Apologies: GARY WEBB & ANDREW EADE (HIGHWAYS ENGLAND)
 CHRIS HOARE (IVR)
 PAUL HARRISON (HOME OFFICE)
 NICK FRISBY (MET POLICE REPRESENTING NPCC)
 MARK DEBENHAM (ALLIANZ ASSISTANCE)

| | | ACTION |
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| | SI welcomed the new members of the group and gave an overview of SURVIVE. | |
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| 1.0 | BESEPREACTICEGUIDE/3 V3 UPDATE | |
| 1.1 | <p>All copies of V3 have now been distributed, however a number of errors have been noticed. Going forward it was proposed that all future versions should be in an electronic format only available for downloading from the SURVIVE website, this would enable any updates to be made on a more frequent basis.</p> <p>SI also advised that he would like an electronic link to the relevant safety advice to be attached to each job that a technician undertakes.</p> <p>SI to take proposal to the next Executive, all to feedback any errors they have found to CW.</p> | <p>SI ALL CW</p> |
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| 2.0 | SMART MOTORWAYS M1 Jct 28-31 (Lane Closures/ERA's) | |
| 2.1 | The M1 Junctions 28-31 are now live, SI suggested that SMART motorway information should be programmed into deployment systems to enable the call handlers to be aware that there are no hard shoulders. SR advised that for the RAC this information has already been uploaded. | JS |
| 2.2 | Terminology – Confusion could arise over the different terminology used by Highways England when closing lanes to reverse the flow of traffic and how the lanes are described to recovery operators. GR to ask Andy Eade to send out a Glossary of Terms. | GR |
| 3.0 | SURVIVE BEST PRACTICE FLAT TOWING GUIDE | |
| 3.1 | The sub group has produced a draft version. SI advised that if the casualty vehicle carries a passenger/s then the speed limit for towing is restricted to 30mph. SR to add this, make the Dangerous Location the 1 st option and amend the “lighting board” section. GR to speak to AE about adding Red X lane closures possibility as a solution to the 30mph restriction. Target date for publication to be mid April to enable a copy to be taken to the June Executive meeting. | SR GR |
| 4.0 | SHED LOAD HANDLING | |
| 4.1 | The issue arose from a letter from the HSE whereby a load of heavy timber had been shed and an operative injured whilst trying to remove it. The HSE had asked if any formal procedures for this type of operation existed in the Best Practice Guide. It was agreed that a sub-group should be formed to produce guidelines (Robert Doney, Steve Kirton or Chris Hoare, CW and possibly AE) GR to ask AE if he could join the group. The sub-group to define what a shed load is – i.e. is it a shed load or debris. GR to provide HE definition. Timescales – The first meeting to be held before the Executive in June. | RD, SK, CH, CW, AE GR |

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| 5.0 | SHARING OF DANGEROUS LOCATION DATA | |
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| 5.1 | <p>The AVIS system owned by HE to manage contractors links to the APEX system. They have requested if other Breakdown Operators could provide dangerous location data that is in their deployment systems. All agreed in principle, SI to speak to MD for Allianz agreement.</p> <p>SK proposed that the name be changed to “High Hazard” locations as “Dangerous” could lead to litigation, this was agreed.</p> | SI/ALL |
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| 6.0 | “SURVIVING THE HARD SHOULDER” LEAFLET | |
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| 6.1 | <p>The Executive has asked if WG1 could produce this again for distribution mainly by the HE but also by recovery operators.</p> <p>SI to make the wording more concise and make the leaflet smaller together with a HE rep and SR. MP to send SI details of the TRL Customer Experience project.</p> | <p>ALL</p> <p>SI, SR. AE</p> <p>MP</p> |
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| 7.0 | MINUTES OF MEETING 23-09-15 | |
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| 7.1 | (6.2) Review of the Highway Code – A reminder that WG1 needs to have input into the next version in 2017. | AGENDA ITEM |
| 7.2 | (2.3) Completed by the RAC | |
| 7.3 | <p>(7.1) Trial by RAC patrols to supply customer with whistle to blow to make the patrol aware that an oncoming vehicle is veering towards the breakdown.</p> <p>SR advised it has been a great success and now roll-out to all RAC patrols and has been used to in an incident on the M5. SR to send SI the case study.</p> | SR |
| 8.0 | SURVIVE EXECUTIVE MINUTES | |
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| 8.1 | <p>Working on HGV’s in ERA’s on SMART motorways regarding lane closures, does the BPG, PAS43 and IVR give guidelines?</p> <p>It was confirmed that both the BPG and IVR do provide guidelines but this sits outside of PAS43.</p> | |
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| 9.0 | AOB | |
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| 9.1 | TRL would like a volunteer to take part in a 30 minute strategy meeting to discuss the Highways England development scheme to have a 40% reduction in casualties by 2020 - SI volunteered. | SI |
| 9.2 | SI thanked Robin Doney for his participation in these meetings and although he is retiring and the Recovery Operators represented by his son Robert, Robin would always be welcomed at any future meetings. | |